

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN, DIRECTOR

DATE: September 13, 2013

SUBJECT: Director's Instruction # 320, Processing Administrative Discipline

This Director's Instruction is effective immediately and will remain in effect until incorporated into Department Order 601, Administrative Investigations and Employee Discipline.

PURPOSE

This Director's Instruction establishes the procedure for Employee Relations to apprise management of any open/pending investigations of a criminal nature prior to administering final disciplinary action involving an 80-hour suspension, demotion, or dismissal.

POLICY

- 1.1 Employee Relations shall initiate contact with the Inspector General's office for confirmation of any pending/open criminal investigations involving an employee who is named as a principle facing an 80-hour suspension, demotion or dismissal.
 - 1.1.1 This applies to both covered and uncovered staff.
- 1.2 In response to the contact from Employee Relations, the Inspector General shall confirm any pertinent information involving an employee who is a principle in any open/pending investigation of a criminal nature.
- 1.3 Employee Relations is responsible to ensure all pertinent information is obtained and included in the employee relations review files for review with the respective Division Director.

{Original Signature on File}